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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 26

Office Security

1. Effective immediately, no contractor or other non-Agency personnel are to be brought into any Research and Development Office area other than conference rooms. The presence of non-Agency personnel in ORD office areas will be treated as a security violation and handled accordingly. This does not apply to contractors holding Agency badges. Recent space acquisitions by ORD have resulted in three additional conference rooms which can be utilized by ORD personnel. Rooms 725A and 725B have been designated as conference rooms and are available for meetings of small groups. Room 707 will also be available for use as a conference room in the near future. This will leave the other ORD conference rooms available for large groups. Personnel responsible for visitors should escort them directly to the conference room from the hall and not through the office area.

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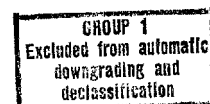
2. Arrangements for conference room scheduling can be arranged through [REDACTED] on Extension 2651. If no conference rooms are available, visitors will wait in the Ames Building reception area until a conference room becomes available.

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[REDACTED]

Robert M. Chapman
Director
of
Research and Development

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